

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer a quiet & rural way of life, with shopping in nearby Gardnerville & Carson City, Nevada.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers a great quality of life and numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

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*BENEFITS: Mono County provides generous benefits, including 3% @ 50 PERS), medical, dental, vision & deferred compensation.*

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### TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR  
P.O. Box 696, Bridgeport, CA 93517  
Telephone: (760) 932-5412  
Fax: (760) 932-5411  
[hr@mono.ca.gov](mailto:hr@mono.ca.gov)

Please send applications as soon as possible. Faxes or email will be accepted only if received by this office by 5:00 pm on the final filing date **and** the original application is mailed and postmarked by the final filing date.

*SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



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### INVITES APPLICATIONS FOR

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#### DEPUTY PROBATION OFFICER I / II

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*Range 51: I: \$3,419 – 4,157 / mo.  
Range 55: II: \$3,774 – 4,587 / mo.*

**Open Until Filled**

1<sup>st</sup> Application Review: 11/20/2009

*Equal Employment Opportunity Employer*

## THE POSITION

Under direct supervision, to investigate cases of juvenile delinquency, family court matters, and adult referral for pre-sentence report and recommendation; to supervise a caseload of assigned probationers; and to do related work as required.

**Deputy Probation Officer I:** This is the entry/training level class for the Probation Officer series. Incumbents work under relatively close supervision performing the more basic assignments that involve the investigation of cases of juvenile delinquency, family court matters, and adult referral for pre-sentence report and recommendation and the supervision of a caseload of assigned probationers. As experience is gained, incumbents perform more independent duties. Incumbents in this classification have Peace Officer status as per 830.5 P.C. The incumbent is expected to advance to Deputy Probation Officer II level after one year of satisfactory performance as a Deputy Probation Officer I. The department provides training.

**Deputy Probation Officer II:** This is the journey level class for the Probation Officer class series. The assigned duties are more technical and complex than those assigned to the Deputy Probation Officer I. Incumbents in this classification have Peace Officer status as per 830.5 P.C.

**Knowledge of:** Federal & State laws relating to probation work. Modern probation casework, objectives, principles, & methods including individual & group behavior. Psychology as applied to both juvenile & adult offenders. Community, public & private agencies available for the probationer. Universal Healthcare Precautions.

**Ability & Willingness to:** Apply the principles of adult & juvenile probation work & related court procedures in a variety of situations. Learn the applicable provisions of the Civil, Penal & Welfare & Institutions, Education, Vehicle & Health & Safety Codes. Analyze investigation material & make proper recommendations. Interview clients & elicit necessary information. Prepare & present effective written & oral reports. Establish & maintain effective relationships with probationers & others. Work cooperatively with peace officers & related social services agencies. Use computers. Make effective oral presentations. Prepare, review & analyze data.

## QUALIFICATIONS

### Deputy Probation Officer I:

- Minimum Qualifications: Graduation from an accredited college with a major in criminology, sociology, psychology, social work or closely related field is preferred or; 2 years of college with 2 years of experience working in a probation related field may qualify.

### Deputy Probation Officer II:

Minimum Qualifications: 1 year experience working as a Deputy Probation Officer I with proof of completion of the Probation CORE training and an 832PC Certificate.

**SPECIAL REQUIREMENTS: NO FELONY CONVICTIONS;** possession of a valid driver's license and the ability to: qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search and seizure, and firearms; complete the Board of Corrections course for certified Deputy Probation Office Core Training and continued compliance with annual training requirements (within one year of hire is a conditional requirement for employment and 40 hrs. of annual training thereafter); obtain a CPS/First Aid Certificate; qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031; qualify with a firearm on a quarterly basis.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of firearms and office equipment including computers, telephones, calculators, copiers and FAX. Work is performed in an office and in field environment; frequent contact with staff and public. The incumbent may work nights and may be subject to call-outs. Incumbent may be exposed to bio-hazardous waste.

## THE EXAM PROCESS

### SUPPLEMENTAL QUESTIONNAIRE

Please respond to the following questions as they relate to your own experience and training. Limit your responses to not more than 3, single-sided, single-spaced, typed pages. Please make sure your name is on the questionnaire and indicate whether you are applying for the DPO I or the DPO II position. The information provided on both the Job Application & the Supplemental Questionnaire will be used to identify those candidates best meeting the County's needs. **In order for an application to be considered complete, applicants must complete and submit a signed original official County Job Application, a Supplemental Questionnaire, and copies of appropriate licenses/certification if appropriate.** Failure to do so will be cause for disqualification from the selection process. Resumes are not accepted in lieu of fully completing and submitting the County Job Application and responses to the supplemental questionnaire.

### BOTH DPO I AND DPO II

**Explain why you are qualified for either the Deputy Probation Officer I or II position.**

**Why are you applying for a Deputy Probation Officer position?**

### DPO II (only)

**Please attach copies of your Board of Corrections Deputy Probation Officer Core Training certificate, your P.C. 832 certification and any other applicable certifications or proof of course work.**

**What are the challenges for a Probation Officer in Mono County?**